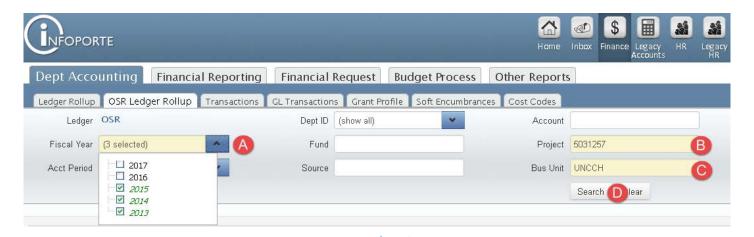


Contract & Grant Funds

Understanding what search parameters to use in Ledger Rollup, SAS Reports, and Budget Overview

Infoporte OSR Ledger Rollup

- 1. Navigate to *Infoporte>Finance>Dept Accounting>OSR Ledger Rollup*. Then follow the steps below:
 - a. Leave the current *Fiscal Year(s)* that default. All years of the project will pre-select automatically.
 - b. Enter in the *Project ID*
 - c. Enter in the Bus Unit
 - d. Click Search



2. Contract & Grant funds are budgeted by account groupings, so the budget and available balance information is broken down for each account group, as well as an overall total which is displayed at the bottom of the page.

Note: The Actuals LTD column shows the sum of the actual transaction balance from start of the budget year. The Actuals MTD column shows the sum of the actual transactions for the current month.

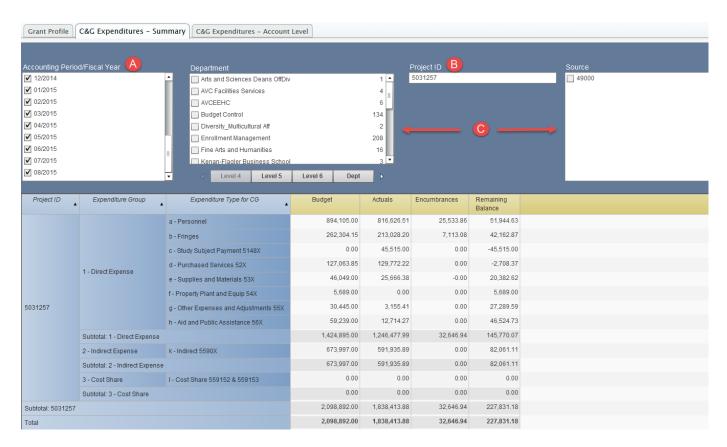


Infoporte SAS Reports

C&G Expenditures – Summary

This report will show you similar information as the Ledger Rollup, however it will display in a more summarized format.

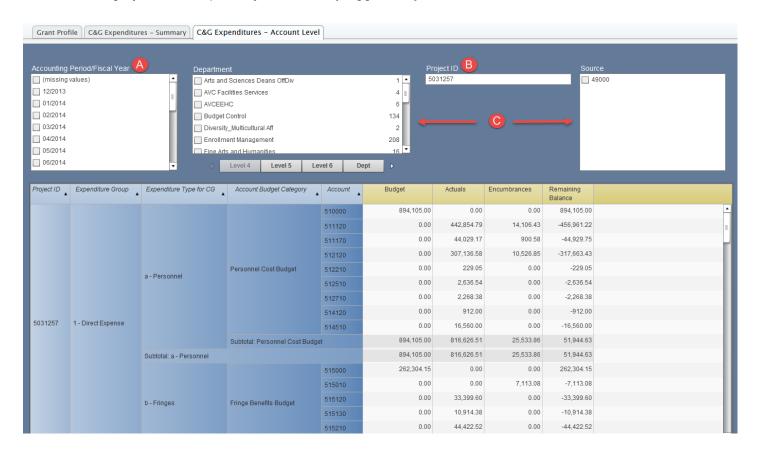
- 1. Navigate to *Infoporte>Finance>Dept Accounting>Grant Profile>C&G Expenditures Summary*. Then follow the steps below:
 - a. Select the *Accounting Period(s)/Fiscal Year*. If you do not select an *Accounting Period(s)/Fiscal Year(s)* your data will display with life-to-date information.
 - b. Enter in your Project ID
 - c. Optional selections: *Department, Source*. By not selecting any of these, all sources and departments will display for the Project ID you entered (if applicable).



C&G Expenditures - Account Level

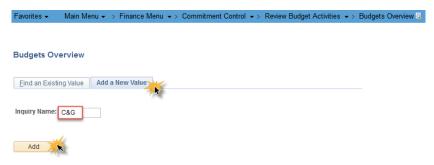
This report is similar to the OSR ledger rollup, however, it will display in a more detailed format by account grouping.

- 1. Navigate to *Infoporte>Finance>Dept Accounting>Grant Profile>C&G Expenditures Account Level*. Then follow the steps below:
 - a. Select the *Accounting Period(s)*. If you do not select an *Accounting Period(s)/Fiscal Year(s)* your data will display with life-to-date information.
 - b. Enter in your *Project ID*
 - c. Optional selections: *Department, Source*. By not selecting any of these, all sources and departments will display for the Project ID you entered (if applicable).

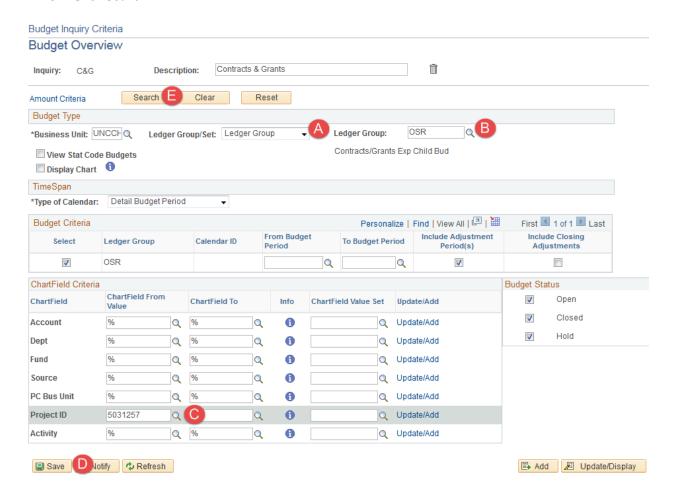


ConnectCarolina Budget Overview

- 1. Navigate to ConnectCarolina>Main Menu>Finance Menu>Commitment Control>Review Budget Activities>Budgets Overview
- 2. If you have not already done so, create a Contract & Grant Inquiry. To do this, click on *Add a New Value*, name your inquiry, and click *Add*.



- 3. Once you click *Add* this will bring you to the *Budget Inquiry Criteria* page where you will enter in your search criteria.
 - a. Select "Ledger Group" from Ledger Group/Set
 - Select "OSR" from the *Ledger Group* lookup icon to see your <u>Contract/Grants expense child</u>
 <u>budget</u>
 - c. Enter in your *Project ID* (or additional chartfields depending on what you want to see)
 - d. Click *Save* in order for this budget inquiry to be used with the same search criteria in the future
 - e. Click Search



4. Under *Ledger Totals* you will see a snapshot of your budget, expenses, encumbrances, and the available budget. Under *Budget Overview Results* your budget will display based on the Account the funds are budgeted at.

Note: Budget Overview will show you your life-to-date budget thru the current day.

